

## 2.1.9

**Issued: April 12, 2001**

**Revised: July 31, 2009**

### **SUBJECT: COMPUTER SERVICES**

Purpose: To provide for allocation and use of information technology resources and insure that academic and administrative needs are adequately met.

- ◆ The academic computing facilities and equipment are available to students, faculty and staff of Brewton-Parker College when not in use for regular classroom instruction. The administrative computer system is to be used exclusively for the administration of the College.
- ◆ Academic computer labs are not open to the public.
- ◆ Academic computer labs are to be used ONLY for educational purposes and may not be used for recreational purposes.
- ◆ Copyrighted software may not be copied for personal use.
- ◆ Original program disks, tapes and program documentation will be inventoried and stored in a lockable, fireproof storage cabinet.
- ◆ Computer supplies and spare parts will be properly inventoried and stored in a secure location with controlled access.
- ◆ A log will be placed in every academic computer lab and users will be required to sign in and sign out. The record of usage will be maintained and reported monthly.
- ◆ Users may not change or attempt to change any administrative computing programs.
- ◆ Each operator of the administrative computing system will be issued a password and access rights. Operators must use their own passwords and must not divulge their passwords to other users. The individual operators will change passwords twice a year.
- ◆ Access rights will be determined by the administrator in charge of the related administrative area in consultation with the Provost. Such rights will be communicated in writing to the computer services department.
- ◆ Because licenses are limited and shared, operators must log out when not using the administrative computer system.
- ◆ The administrative system and the financial aid system will be backed up daily and backup tapes stored in a fireproof storage cabinet.
- ◆ Any problem incurred in using the computer system must be reported to the computer services department who will contact the appropriate support personnel for a solution if he/she is unable to solve the problem.

- ◆ System printers are available for all users; however, before sending jobs to a system printer users must check with the office housing the printer to determine availability and that the proper paper and forms are loaded and ready. Users must restore the printer to the conditions that it was in when they started their print job (i.e. reloading the original paper or form or resetting the printer fonts or controls).
- ◆ When an employee is terminated, leaves the employ of the College or transfers to another department it is the responsibility of the human resources department to immediately notify computer services in writing to delete or change the user's password and/or access rights and update the email address book accordingly. Computer Services takes the appropriate action.
- ◆ All computer related purchases must be made through the computer services department and are subject to the approval of the Administrative Council.
- ◆ Legally purchased and licensed software and hardware for "Palm Pilot" and similar hand-held PDA's may be installed on institutional computers. Such software and hardware will not be serviced by the College.
- ◆ The college technology committee in conjunction with the computer services department and the Administrative Council will annually review, access and modify, if needed, the computer policies and procedures in order to insure the academic and administrative needs of the College are adequately addressed.

Contact for Interpretation: Provost

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This policy statement supersedes all previous  
policy statements on this subject.